

## IMPORTANT TIPS UPDATE 9/23/20

Greetings Trainers & Community Partners,

Thank you for using the TIPS calendar to share training opportunities that support the knowledge and skills of the early care and education workforce in Virginia. There are upcoming revisions for trainers who provide opportunities on the calendar that will affect you or your agency/organization.

Beginning November 1, 2020, **trainers** who provide professional development that is posted on the state professional development calendar will be required to register in Virginia's Early Childhood Professional Development Registry, also known as **IMPACT** (Innovative Model for Professional Advancement & Career Tracking). By joining the registry, trainers demonstrate a commitment to provide high quality professional development for early childhood professionals; and practitioners know that trainers posting on the calendar have obtained and submitted the proper certifications and credentials to offer training.

To register, go to [IMPACT Registry](#) and select the blue tab for *Trainers and Relationship Based PD Providers*. On that page, you will see a link to a PDF that gives detailed directions for joining the registry.

Once you have

- created a **complete** profile
- uploaded **all** required documentation
- requested your desired Trainer Level designation

Send an email to Rebecca McNulty-Shaffer, IMPACT Registry Director, at [rebecca.shaffer@doe.virginia.gov](mailto:rebecca.shaffer@doe.virginia.gov)

Note: If you are a First Aid/CPR, MAT, Daily Health Observation Trainer, please request the Specialty Trainer designation level.

Once received, your profile and documentation will be reviewed, and if all requirements are met, you will be sent a **Trainer Level Designation Certificate** and a **Trainer Agreement Form**. Review and sign the **Trainer Agreement Form** and upload the agreement to your profile within **48 hours** after the receipt of your certificate to complete the process.

This trainer designation will allow you to **offer** training opportunities on the state professional development calendar. As addressed in the agreement, you will need to ensure that your certificate remains current by completing on-going professional development and uploading that documentation to your profile. *(Note: The trainer who is conducting the training posted is the person who needs to be in IMPACT, admin people who post the training are not required to be in IMPACT.)*

We understand this is a new process, but we will take this giant step forward together! Please reach out to me if you have any questions.

Sincerely,

*Rebecca McNulty-Shaffer  
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